



Arnold Schwarzenegger, Governor
Sunne Wright McPeak, Secretary, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

**Staff Services Analyst/
Associate Governmental Program Analyst
Sacramento
Permanent- Full-time**

The Department of Real Estate is recruiting to fill a position at either a Staff Services Analyst or an Associate Governmental Program Analyst level in its Sacramento Fiscal Office. DRE is located at 2201 Broadway, Sacramento, CA 95818.

Duties of the position include:

- Perform monitoring, operational support and analysis of all functions within the Fiscal Section including: contracts administration, performance and report management, budgeting, accounting, mail processing, facilities management, telecommunications, business services, information security and procurement.
- Conduct fiscal monitoring through a review of accounting records and develop various reports of expenditures.
- Research, gather, analyze data and other information necessary for departmental operations, reports, issue memos, trend reports, budget documents, and other assignments.
- Research, analyze data, and draw conclusions required to produce information security related documents including the Operational Recovery Plan and The Risk Management Plan. Draft plans, portions of plans, and other business strategic documents.
- Participate in the complex analytical and technical staff functions of contracts services for the department statewide.

Necessary qualifications:

- Ability to organize and manage workload.
- Excellent oral & written communication skills.
- Proven interpersonal skills.
- Ability to work independently.
- Excellent technical and analytical skills.
- Dependable and excellent attendance.
- Ability to work well under pressure to meet deadlines.

Desirable qualifications:

- Computer literate, preferably with experience in Microsoft Word and Excel.
- Familiar with contracts, budgeting, accounting, facilities management, information security and procurement.
- Work as a team player.

Salary:	<u>Staff Services Analyst</u>	<u>Associate Governmental Program Analyst</u>
	A \$2632 - \$3201	\$4111 - \$4997
	B \$2850 - \$3465	
	C \$3418 - \$4155	

Who may apply: Current State employees at the Staff Services Analyst or the Associate Governmental Program Analyst classification level, individuals who are transferable to the class or those with list eligibility. **The Staff Service Analyst class may be subject to post and bid. Priority consideration will be given to SROA/Surplus employees. Please attach copy of notice to your application.**

Submit applications to:

Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802 or CALNET 498-0802

For information on the position contact:

Diane Westphal, Manager
Fiscal/Accounting Section
(916) 227-0845 or CALNET 8-498-0845

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>.

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and interviews will be conducted on a flow basis. Only those most qualified will be contacted for an interview.

Post and Bid Applications may be obtained on InsideDRE.